Permission is requested for the pupil(s) listed below to be granted excused absence from school to participate in an educational trip. All pupils and all schools, if several are involved, must be listed. Please complete the following information for the planned trip with teacher signatures. Return this form to the office 5 days prior to the educational trip. NOTE: A student will be permitted to take up to a maximum of 5 school days per school year. All days beyond five will be recorded as unexcused.

I. Pupil(s) Name Grade Vo-Tech
   1. _________________________________________       _______          _________
   2. _________________________________________       _______          _________
   3. _________________________________________       _______          _________

II. Date(s) of absence from school: _____________________________________________

III. Trip Itinerary: __________________________________________ _________________

IV. What is the nature of the educational experience provided by this trip? ______________
    ________________________________________________________________ _________
    ________________________________________________________________ _________
    ________________________________________________________________ _________

V. Who will be accompanying the pupil(s)? _____________________ _________________

VI. Is this trip new to the student(s) or a repeat of a previous trip? _____________________

VII. Total educational days taken before request: _____________

___________________________________   ________________________
Signature of Parent/Guardian               Date of Request

Approved          Disapproved   ________________________
                         Administrator

Reason: _________________________________________________________________
______________________________________________________________ __________
______________________________________________________________ __________
______________________________________________________________ __________

Teacher initials for class periods  1  2  3  4  5  6  7  8